

DEPARTMENT OF CONSUMER AFFAIRS
 DEPUTY CHIEF
 INVESTIGATIONS AND ENFORCEMENT
 DEPARTMENTAL OPEN EXAMINATION



www.dca.ca.gov

The State of California and DCA is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

WHO CAN APPLY	Applicants who meet the minimum qualifications by the final filing date stated in this announcement may take this examination.
HOW TO APPLY	Please submit an application (STD. 678) to the address indicated below. Do not submit applications to the California Department of Human Resources (CalHR).
WHERE TO APPLY	Hand Deliver or Mail to: Department of Consumer Affairs Selection Services – Attn: E. Witherspoon 1625 N Market Blvd., Suite N-321 Sacramento, CA 95834
FINAL FILE DATE	May 16, 2016 - Applications must be postmarked no later than the final filing date. Applications postmarked or personally delivered after the final filing date will not be accepted for any reason. Applications must have an original signature; therefore, faxed applications will not be accepted for any reason.
INTERVIEW DATE	It is anticipated that Qualifications Appraisal Panel interviews may be scheduled during the months of July/August 2016 .
SALARY RANGE	\$7,477.00 to \$8,916.00 per month
POSITION DESCRIPTION	Under the general direction of the Chief of the Division of Investigation (DOI), the Deputy Chief of the Investigation and Enforcement Unit (IEU) is responsible for planning, organizing, and directing IEU's field investigation program; the Special Operations Unit (SOU) and the Training Support and Investigation Section (TSIS); to act for the Chief in his absence; and to do other related work. Position is located in Sacramento.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	All applicants must meet the education and/or experience requirements for this examination on the date that they complete and submit their application to the above address. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement. NOTE: All applications must include "to" and "from" dates (month/day/year); time base; civil service class titles and range (if applicable). Applications received without this information may be rejected. Resumes will not be accepted in lieu of a completed State Application, Form STD. 678.
MINIMUM QUALIFICATIONS	Candidates must possess an Advanced Certificate issued by the Commission on Peace Officer Standards and Training. and Either I <ol style="list-style-type: none"> One year of experience performing the duties of a Supervising Investigator II, Department of Consumer Affairs. or Two years of experience performing the duties of a Supervising Investigator I, Department of Consumer Affairs. or Two years of experience performing the duties of a Supervising Special Investigator II. or Three years of experience performing the duties of a Supervising Special Investigator I. or Three years of increasingly responsible experience in the Department of Consumer Affairs or its regulatory agencies in an investigative or related law enforcement program performing executive, administrative or supervisory duties involving policy recommendations, preparation of administrative reports, and public relations in a class with a salary range not less than Supervising Special Investigator II.

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Or II**MINIMUM
QUALIFICATIONS
Continued**

Experience: Five years of increasingly responsible administrative or supervisory experience in an investigative or related law enforcement program of a governmental regulatory agency with duties involving policy recommendations, preparation of administrative reports, and public relations. (Experience in California state service applied toward this requirement must include three years performing the duties in a class comparable to Supervising Special Investigator I.)

and

Education: Equivalent to graduation from college with a major in criminal justice administration, public administration, or related subject. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**EXAMINATION
INFORMATION****QUALIFICATIONS APPRAISAL – WEIGHTED 100%**

This examination will consist of a Qualifications Appraisal Panel (QAP) Interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. Candidates who do not appear for the interview will be disqualified.

EXAM SCOPE**Knowledge of:**

1. Investigative procedures and techniques, rules of evidence, court and administrative hearing procedures, and directing the work of others in investigatory work.
2. Public administration principles and practices, including organization, personnel management and training, and problems involved in operating a large governmental organization.
3. Activities, organization and purposes of the Department of Consumer Affairs and its administrative and operational units.
4. Provisions of the Business and Professions Code pertaining to discipline of licenses and agencies within the Department of Consumer Affairs, the Consumer Affairs Act and current avenues of consumer redress, methods of operation in law enforcement agencies in California and police communication systems.
5. The Department's Equal Employment Opportunity objectives.
6. A supervisor's role in the Department's Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.

Ability to:

1. Plan, organize, and direct the work of others.
2. Secure the cooperation of individuals, organizations, and agencies affected by provisions of law administered by the Department of Consumer Affairs.
3. Analyze situations and data accurately and take effective action.
4. Coordinate investigation and consumer protection work with related Federal, State, and local agencies, and establish and maintain cooperative relations with those agencies, consumer, industry and professional groups, and public relations media.
5. Communicate effectively.
6. Effectively contribute to the Department's Equal Employment Opportunity objectives.

Felony Disqualification

Existing law provides that persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to compete for, or be appointed to, positions in this class.

Citizenship Requirements

Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must either be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship.

**ELIGIBLE LIST
INFORMATION**

A Departmental open eligible list will be established for the Department of Consumer Affairs. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

CAREER CREDITS

Career Credits will not be granted in this examination.

**VETERANS
PREFERENCE**

Veteran's preference will be added to the final score of those competitors who are successful in this examination and who qualify for and have requested this credit THROUGH the California Department of Human Resources (CalHR). Veterans who have achieved permanent civil service status are not eligible to receive veteran's preference.

QUESTIONS

If you have any questions concerning this announcement, please contact Evette Witherspoon at the Department of Consumer Affairs, Selection Services Unit, 916.574-8352.

See next page for additional information

GENERAL INFORMATION

The Department of Consumer Affairs reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

It is the candidate's responsibility to contact the Department of Consumer Affairs' Selection Services Unit at 916.574-8352 four weeks after the final file date if a progress notice is not received.

Applications are available at www.jobs.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared against predetermined rating criteria. All candidates who pass will be ranked according to their scores.

Employment lists: Employment lists are established by competitive examination and are used in the following order, regardless of list date: 1) sub divisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) service wide promotional, 5) departmental open, and 6) open. The oldest dated list will be used first. All lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. Competitors must be in a state of health consistent with the ability to perform the essential functions of the duties assigned to the class. A medical examination may be required. In open examinations, investigation of employment records, personal history, and fingerprinting may be required.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.